

TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
DINFOS-EC
EDITORS COURSE



Approved by:

/s/

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EDITORS COURSE
TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-EC

TITLE: Editors Course

TRAINING LOCATION: Defense Information School, Ft. Meade

SPECIALTY AWARDED: None

PURPOSE: To provide the knowledge and skills required to perform the duties of an editor on a military publication.

COURSE DESCRIPTION: The graduate is prepared to perform the duties of an editor of a military publication. The course covers the application of the latest techniques and theory from military and civilian experts in layout and design, journalism, and photography. It provides experienced military journalists with advanced instruction in determining and refining publication content, designing attractive and functional pages, coaching writers and photographers, making ethical decisions, and managing the publication. Students receive comprehensive training in adapting techniques through page redesigns, publication critiques and a publication improvement essay.

PREREQUISITES:

a. Army:

-Enlisted: E-4 or above with MOS 46Q; graduate of DINFOS-BPAS-W/AFIS-BJC or DINFOS-PARC/AFIS-IJ-RC; 1 year experience on a military news publication staff.

-Officer: DINFOS-PAOQC/AFIS-PAOC graduate: 15 or more college Journalism credits; 1-year experience on a military news publication.

-Civilian: GS-07 or above: Series 1035 or 1082; DINFOS-PAOQC/AFIS-PAOC graduate or DINFOS-BPAS-W/AFIS-BJC graduate; 15 or more college Journalism credits; 1 year experience on a military news publication.

b. Navy:

-Enlisted: E-4 through E-6; nominated by CHINFO; graduate of DINFOS-BPAS-W/AFIS-BJC; with a minimum of 1 year experience on a military publication.

-Officer: Graduate of DINFOS-PAOQC/AFIS-PAOC; 15 or more college Journalism credits; 1-year experience on a military news publication.

-Civilian: GS-09 or above; Series 1035 or 1082; DINFOS-PAOQC/AFIS-PAOC or DINFOS-BPAS-W/AFIS-BJC graduate: 15 or more college Journalism credits; 1 year experience on a military news publication; nominated by CHINFO.

c. Air Force:

-Enlisted: AFSC 3N0X1; graduate of DINFOS-BPAS-W/AFIS-BJC; completion of CDC 3N051; 6 months experience on a military news publication.

-Officer: Graduate of DINFOS-PAOQC/AFIS-PAOC; 15 or more college Journalism credits; 6 months experience on a military news publication.

-Civilian: Graduate of DINFOS-PAOQC/AFIS-PAOC or DINFOS-BPAS-W/AFIS-BJC; 15 or more college Journalism credits; 6 months experience on a military news publication.

d. Marine Corps:

-Enlisted: E-3 or above with MOS 4341; graduate of DINFOS-BPAS-W/AFIS-BJC or DINFOS-PAOQC/AFIS-PAOC; nine months experience on a newspaper staff. Reserve quotas granted upon service HQ DivPA approval. Requests for waivers must be routed through HQ DivPA to the DINFOS commandant.

-Officer: Graduate of DINFOS-PAOQC/AFIS-PAOC; 15 or more college Journalism credits; nine months experience on a military news publication. Reserve quotas granted upon service HQ DivPA approval. Requests for waivers must be routed through HQ DivPA to the DINFOS commandant.

-Civilian: GS-05 or above; Series 1035 or 1082; graduate of DINFOS-BPAS-W/AFIS-BJC or DINFOS-PAOQC/AFIS-PAOC; nine months experience on a newspaper staff. Requests for waivers must be routed through HQ DivPA to the DINFOS commandant.

e. Coast Guard:

-Enlisted: E-4 or above; graduate of DINFOS/BPAS-W/AFIS-BJC; 6 months experience on a military news publication.

f. International Students:

-Graduate of DINFOS-BPAS-W/AFIS-BJC or DINFOS-PAOQC/AFIS-PAOC; 15 or more college journalism credits; 1-year experience on a newspaper staff.

-Due to the extensive amount of writing required for the course, international students must have a solid understanding of English language usage, grammar and syntax. Students must score an 85 on the English Comprehension Level (ECL) Test and be able to type. These requirements cannot be waived.

General:

All students must bring 20 copies of latest issue of their publication, excluding special or anniversary issues; one copy each of current printing contract and the editorial policy statement for the publication; the most recent readership survey and results; two 3-ring binders (at least 1-inch thick) to hold course materials. Students should have a working knowledge of desktop publishing software.

Individuals not meeting course prerequisites must obtain a written waiver, coordinated through their service training officer/manager/detailer, from the DINFOS Commandant prior to enrollment. Quota managers requesting waivers must coordinate a training seat after a waiver is granted.

SECURITY CLEARANCE: n/a

CLASS SIZE:

MAXIMUM	16
MINIMUM	6
ANNUAL COURSE CAP	96

COURSE LENGTH: 20 Days

ACADEMIC HOURS:	154	Hours
ADMINISTRATIVE HOURS	6	Hours
TOTAL COURSE HOURS	160	Hours

INSTRUCTOR CONTACT HOURS: 255

TYPE/METHOD OF INSTRUCTION:

Lecture (L)	59 Hours
Performance Exercise (PE)	95 Hours
Examination (E)	
Performance Examination	0 Hours
Written Examination (EW)	1 Hours
Administration (AD)	6 Hours

TRAINING START DATE: 3 Jan 2005

ENVIRONMENTAL IMPACT: None, DOD policy was followed to assess the environmental impact.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate contains this information.

TRAINING DEVELOPMENT PROPONENT: Directorate of Training, Defense Information School, Ft. George G. Meade, MD. 301-677-4492 or DSN 622-4492

FUNCTIONAL AREA 1
DESIGN

TPI FILE NUMBER (TPFN): DINFOS-EC-001

TERMINAL TRAINING OUTCOME: Students learn advanced instruction in military publication production and management, incorporating the latest techniques and theory from military and civilian experts to enhance the services' command/internal information programs with more effective publications.

OVERVIEW OF INSTRUCTION: Students learn publication design techniques including such areas as typography, design principles, graphic devices, and information graphics. In addition, they will learn advanced techniques in photojournalism including photo editing principles, electronic imaging ethics, capabilities and procedures for use of electronic imaging in desktop publishing, and how to create an effective picture page. Finally, students will learn to redesign their publication pages by participating in peer critiques, creating dummy pages, and redesigning several of their individual pages.

TOTAL HOURS: 53

INSTRUCTIONAL TYPE (HOURS):

L 18
PE 35

FUNCTIONAL AREA 1
DESIGN

TPFN: DINFOS-EC-001-001-

UNIT TITLE: Design Techniques

PREREQUISITE TPFN: None

TASK(S): 001 Demonstrate effective use of typography
002 Demonstrate effective use of design principles
003 Demonstrate effective use of graphic devices
004 Develop information graphics in desktop publishing

TRAINING OBJECTIVE: Students learn basic typographical terms and principles in order for them to make recommendations for improvements to their publications. They will understand the various typographical options available to them as designers and which strategies work best for their publications. Next, students learn the principles of design and review guidelines for designing pages. Finally, students learn basic graphic devices available to enhance a newspaper page and contribute to its readership and how to create more appealing information graphics using desktop publishing programs. Tasks taught in this unit will be built upon and tested in future units.

INSTRUCTIONAL HOURS AND TYPE: 7L, 4PE

TOTAL INSTRUCTIONAL HOURS: 11

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

REFERENCES: Editors Course textbook; Newspaper Layout and Design, Moen; Type In Use, White; The Newspaper Designer's Handbook, Harrower; Contemporary Newspaper Design, Garcia; Pure Design, Garcia; examples from current publications; Newspaper Layout and Design: A Team Approach, Moen; the Poynter Institute at www.poynter.org; Editors Course textbook

FUNCTIONAL AREA 1
DESIGN

TPFN: DINFOS-EC-001-002-

UNIT TITLE: Photojournalism

PREREQUISITE TPFN: None

TASK(S): 001 Describe photo editing principles
002 Explain electronic imaging ethics
003 Describe the capabilities and procedures for use of electronic images in desktop publication
004 Produce a picture page

TRAINING OBJECTIVE: Students learn photo editing principles and how to properly and ethically enhance photos vs. manipulating them. Students will also learn about areas of photography as it relates to ethical abuse, and they will become familiar with DOD directives that cover photojournalism. Finally, students will create a picture page and learn about the capabilities and procedures for use of electronic images in desktop publishing.

INSTRUCTIONAL HOURS AND TYPE: 9L, 4PE

TOTAL INSTRUCTIONAL HOURS: 13

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

REFERENCES: Basic Digital Imaging, Breslow; The Electronic Handbook, Peters; Basic Digital Imaging, Breslow; Digital Image Processing, Boxer; Deception and Imagery, Elliott; Legal and Ethical Ramifications of Computer-Assisted Photograph Manipulation, Tomlinson; The Ethics of Digital Manipulation, "Areas of Abuse," Long; DOD Directive 5040.5, Alteration of Official DOD Imagery

FUNCTIONAL AREA 1
DESIGN

TPFN: DINFOS-EC-001-003-

UNIT TITLE: Page Design

INSTRUCTIONAL HOURS AND TYPE: 2L, 27 PE

TOTAL INSTRUCTIONAL HOURS: 29

PREREQUISITE TPFN: None

TASK(S): 001 Create a dummy page
002 Redesign publication pages
003 Critique publication for effective design
004 Present design projects with justification

TRAINING OBJECTIVE: Students learn the mechanics and principles of dummyming pages to enhance the overall layout of a publication and to prevent design pitfalls. Students will put their knowledge of design principles and dummyming techniques to use by redesigning several pages of their individual publications. At the end of the course, they will present their redesigned pages with justifications to classmates. They will participate in a group peer critique to assist them in improving the overall design of their publications.

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

REFERENCES: Editors Course textbook; Newspaper Layout and Design, Moen; Type In Use, White; The Newspaper Designer's Handbook, Harrower; Contemporary Newspaper Design, Garcia; Pure Design, Garcia; examples from current publications; www.poynter.org; Newspaper Layout and Design: A Team Approach, Moen; the Poynter Institute at www.poynter.org;; Editors Course textbook

FUNCTIONAL AREA 2

CONTENT

TPI FILE NUMBER (TPFN): DINFOS-EC-002

TERMINAL TRAINING OUTCOME: The students will know how to coach writers as a way to improve writers vs. fixing poorly written copy. They will also be able to critique publications and recommend improvements. Finally, they will know principles and contemporary techniques in news, feature, sports, editorial, and commentary writing, and how to apply copy-editing techniques.

OVERVIEW OF INSTRUCTION: Students learn how to coach writers to help them better train their staff members and prepare them for increased responsibility on a military publication. By participating in a group content critique, students will learn how to correct content weaknesses in their publications. Students will also learn proven copy-editing techniques and contemporary techniques in news, sports, feature, and commentary writing with a strong emphasis on coaching writers.

TOTAL HOURS: 47

INSTRUCTIONAL TYPE (HOURS):

L 18

PE 29

FUNCTIONAL AREA 2 CONTENT

TPFN: DINFOS-EC-002-001

UNIT TITLE: Editorial Responsibilities

PREREQUISITE TPFN: DINFOS-EC-001-001

TASK(S): 001 Coach writers
002 Critique publication for effective content

TRAINING OBJECTIVE: Students learn how to coach staff members as a way to improve publication content by focusing on improving writers instead of copy. They will also learn the importance of additional training of subordinates to do higher-level jobs. Students will participate in a group, peer critique of the content in their individual publications to include news, commentaries, feature and sports stories.

INSTRUCTIONAL HOURS AND TYPE: 6L, 14PE

TOTAL INSTRUCTIONAL HOURS: 20

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

REFERENCES: Editors Course textbook; AP Stylebook and Libel Manual; Coaching Writers: Editors and Writers Working Together Across Media Platforms, Clark and Fry; Writing and Reporting News: A Coaching Method, Rich; The Poynter Institute at www.poynter.com; Associated Press Guide to Newswriting, Capon; Grammar for Journalists, Callihan; News Reporting and Writing, The Missouri Group; Editing in the Electronic Era, Gibson; The Newswriter's Handbook, Stein and Paterno; DOD 5120.4, Department of Defense Newspapers, Magazines and Civilian Enterprise Publications; Feature Writing for Newspapers and Magazines, Friedlander and Lee; How to Write Articles for Newspapers and Magazines, Thompson.

FUNCTIONAL AREA 2

CONTENT

TPFN: DINFOS-EC-002-002

UNIT TITLE: Editing

PREREQUISITE TPFN: DINFOS-EC-001-001

TASK(S): 001 Apply copy-editing techniques
 002 Edit a news story
 003 Edit a sports story
 004 Edit a feature story

TRAINING OBJECTIVE: Students learn several proven techniques to assist in the copy-editing process, a variety of resources available during the copy-editing process, and what to guard against when editing stories. Students learn principles and contemporary techniques in news, sports, and feature writing with a strong emphasis on coaching writers rather than fixing poorly written stories. A score of 70 percent is required to pass a written examination covering all content-related blocks of instruction.

INSTRUCTIONAL HOURS AND TYPE: 4L, 7PE

TOTAL INSTRUCTIONAL HOURS: 11

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

REFERENCES: Editors Course textbook; AP Stylebook and Libel Manual; Coaching Writers: Editors and Writers Working Together Across Media Platforms, Clark and Fry; Writing and Reporting News: A Coaching Method, Rich; The Poynter Institute at www.poynter.com; Associated Press Guide to Newswriting, Capon; Grammar for Journalists, Callihan; News Reporting and Writing, The Missouri Group; Editing in the Electronic Era, Gibson; The Newswriter's Handbook, Stein and Paterno; DOD 5120.4, Department of Defense Newspapers, Magazines and Civilian Enterprise Publications; Feature Writing for Newspapers and Magazines, Friedlander and Lee; How to Write Articles for Newspapers and Magazines, Thompson.

FUNCTIONAL AREA 2

CONTENT

TPFN: DINFOS-EC-002-003

UNIT TITLE: Commentary/Editorial Writing

PREREQUISITE TPFN: DINFOS-EC-001-001

TASK(S): 001 Write a commentary or editorial

TRAINING OBJECTIVE: Students learn how writing editorials and commentaries can enhance publications by increasing involvement between the installation commander and the community. They also learn about the different types of editorials and commentaries and the difference in structure and form between them. Finally, students learn how to determine a clear focus and logical development when writing opinion pieces. Students will apply instruction by writing a commentary to be evaluated by instructors and peers. A score of 70 percent is required to pass a written examination covering all content-related blocks of instruction.

INSTRUCTIONAL HOURS AND TYPE: 4L, 4PE

TOTAL INSTRUCTIONAL HOURS: 8

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

REFERENCES: Editors Course textbook; AP Stylebook and Libel Manual; Coaching Writers: Editors and Writers Working Together Across Media Platforms, Clark and Fry; Writing and Reporting News: A Coaching Method, Rich; The Poynter Institute at www.poynter.com; Associated Press Guide to Newswriting, Capon; Grammar for Journalists, Callihan; News Reporting and Writing, The Missouri Group; Editing in the Electronic Era, Gibson; The Newswriter's Handbook, Stein and Paterno; DOD 5120.4, Department of Defense Newspapers, Magazines and Civilian Enterprise Publications; Feature Writing for Newspapers and Magazines, Friedlander and Lee; How to Write Articles for Newspapers and Magazines, Thompson.

FUNCTIONAL AREA 3

PUBLICATION MANAGEMENT

TPI FILE NUMBER (TPFN): DINFOS-EC-003

TERMINAL TRAINING OUTCOME: Students will know how to apply publication management skills and methods and DOD and service publication policies. Students will also know how to explain contracting concerns for military publications. The students will know how to recommend and sell publication improvement changes after they complete a justification essay and bullet paper. They will also be able to explain the effectiveness of Internet publications and be able to design a Web page. Finally, students will know how to create a training lesson plan and be able to present the plan to their subordinates.

OVERVIEW OF INSTRUCTION: Students will learn how to improve time management skills and increase organization. They will also learn about publication policies and directives unique to DOD and their individual services. Students will visit a local newspaper facility to discuss contemporary newspaper issues with civilian journalists and designers. Students will also learn about contractual responsibilities as they apply to their military publications. To enhance their understanding of the topics covered in the course and to provide a document that recommends changes to their publications, the students will write an essay and bullet paper. Another topic the students explore is how to create Internet publications and explore the differences between online publications and traditional newspapers. Finally, the students will learn how to create a lesson plan covering one or more of the topics discussed in class and how to sell changes they recommend as a result of the course.

TOTAL HOURS: 54

INSTRUCTIONAL TYPE (HOURS):

L 23

PE 31

FUNCTIONAL AREA 3

PUBLICATION MANAGEMENT

TPFN: DINFOS-EC-003-001-

UNIT TITLE: Management

PREREQUISITE TPFN: DINFOS-EC-001-001

TASK(S): 001 Apply publication management skills and methods
002 Apply DoD and service publication policies
003 Observe civilian publication production techniques & methods
004 Explain contracting concerns for military publications

TRAINING OBJECTIVE: Students learn how to improve time management skills and increase organization by using several publication planning tools including teamwork, calendars, master copy logs, coaching, editorial policy letters, and dummies. Students will discuss and consider publication policies unique to their individual services. Students will also participate in a tour of a local civilian newspaper facility to discuss contemporary newspaper issues. Finally, students learn about contractual responsibilities as they apply to their publications and discuss equipment and services that may become available as a result of the contracting process.

INSTRUCTIONAL HOURS AND TYPE: 12L, 2PE

TOTAL INSTRUCTIONAL HOURS: 14

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

REFERENCES: Department of Defense Newspapers and Civilian Enterprise Publications, DOD 5120.4; Air Force Instruction 35-101; SECNAVINST 5720.44; Army Regulation 360-1, The Army Public Affairs Program; Marine Corps Public Affairs Manual, MCO P5720.60; Editors Course textbook

FUNCTIONAL AREA 3 **PUBLICATION MANAGEMENT**

TPFN: DINFOS-EC-003-002-

UNIT TITLE: Publication Improvement Essay

PREREQUISITE TPFN: DINFOS-EC-001-001

TASK(S): 001 Write an essay to support proposed improvements to publication
002 Develop a document that outlines proposed improvements

TRAINING OBJECTIVE: Students will write an essay to support proposed improvements to their publications. These essays are based on class discussions and the premise that every item on a publication page must be justified by means of expert sources and clear examples. As part of this assignment, students will also write a bullet paper to outline the main findings of their essays.

INSTRUCTIONAL HOURS AND TYPE: 1L, 16PE

TOTAL INSTRUCTIONAL HOURS: 17

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

REFERENCES: Department of Defense Newspapers and Civilian Enterprise Publications, DOD 5120.4; Air Force Instruction 35-101; SECNAVINST 5720.44; Army Regulation 360-1, The Army Public Affairs Program; Marine Corps Public Affairs Manual, MCO P5720.60; Editors Course textbook; AP Stylebook and Libel Manual; Editing in the Electronic Era, Gibson; Redesigning Print for the Web, Garcia; Web Style Guide, Lynch and Horton.; Step-by-step tutorial; Coaching Writers: Editors and Writers Working Together Across Media Platforms, Clark and Fry; Writing and Reporting News: A Coaching Method, Rich; The Poynter Institute at www.poynter.com; Associated Press Guide to Newswriting, Capon; Grammar for Journalists, Callihan; News Reporting and Writing, The Missouri Group; Editing in the Electronic Era, Gibson; The Newswriter's Handbook, Stein and Paterno; Feature Writing for Newspapers and Magazines, Friedlander and Lee; How to Write Articles for Newspapers and Magazines, Thompson

FUNCTIONAL AREA 3
PUBLICATION MANAGEMENT

TPFN: DINFOS-EC-003-003-

UNIT TITLE: Web Communications

PREREQUISITE TPFN: DINFOS-EC-001-001

TASK(S): 001 Explain effectiveness of Internet publications
002 Design a Web page

TRAINING OBJECTIVE: Students learn principles and techniques of how to create online publications and explore the differences between online publications and traditional newspapers and magazines. Students, with the help of a tutorial, will create a multi-page online publication using a Web editing program.

INSTRUCTIONAL HOURS AND TYPE: 3L, 3 PE

TOTAL INSTRUCTIONAL HOURS: 6

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

REFERENCES: AP Stylebook and Libel Manual; Editing in the Electronic Era, Gibson; Redesigning Print for the Web, Garcia; Web Style Guide, Lynch and Horton.; Step-by-step tutorial

PUBLICATION MANAGEMENT

TPFN: DINFOS-EC-003-004-

UNIT TITLE: Training

PREREQUISITE TPFN: DINFOS-EC-001-001

INSTRUCTIONAL HOURS AND TYPE: 7L, 10PE

TOTAL INSTRUCTIONAL HOURS: 17

TASK(S): 001 Conduct a training presentation
002 Sell publication changes

TRAINING OBJECTIVE: Students will learn how to create a lesson plan covering one or more areas of instruction they received throughout the course. In addition, students present lesson plans to their classmates and receive peer and instructor evaluations. Finally, students learn selling techniques they can use when they return to their offices and recommend changes to their publications.

INSTRUCTOR/STUDENT RATIO: 1:16(L);1:8(PE)

SAFETY FACTORS: N/A

REFERENCES: N/A

FUNCTIONAL AREA 4 ADMINISTRATION

TPFN: DINFOS-EC-004-001-

UNIT TITLE: Administrative Procedures

PREREQUISITE TPFN: N/A

TASK(S): 001 In-processing/Out-processing.
002 Course Evaluation/Graduation.

TRAINING OBJECTIVE: N/A

INSTRUCTIONAL HOURS AND TYPE: 6AD

TOTAL INSTRUCTIONAL HOURS: 6

INSTRUCTOR/STUDENT RATIO: 1:16(AD)

SAFETY FACTORS: N/A

REFERENCES: DINFOS Policy and Procedure Manual